

Maine Educational Assessment (MEA) 2016-17

Test Security Training

Mathematics and ELA/Literacy
Grades 3-8



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Presenter:

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Measured Progress



PRESENTER:

Hello! I'm Dave Knauer, Measured Progress Program Manager for eMPowerME. Today I'd like to review important information about test security for the 2016-17 eMPowerME Mathematics and ELA/Literacy Assessments. This webinar is required viewing for School Test Coordinators and Test Administrators before they sign their respective Test Security Agreement.

Test Security Protects Test Results

Test security ensures

- Uniformity of testing administration
- Validity of test results
- Accuracy of student achievement measures



The quality and usefulness of the assessment data generated by the eMPowerME Assessments depends on the uniformity of test administration and the security of test materials. Valuable information about student achievement of content standards measuring the effectiveness of Maine's *College and Career Readiness Standards* will be seriously compromised if test security is not strictly implemented and maintained.

Test Security

What is Test Security?

- Protecting the security of test questions so no students or teachers see them in advance of testing
- Ensuring that student work on the assessment represents the independent work of that student
- Ensuring that nothing unfairly interferes with the student's work

Test security ensures

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Why does it matter?

- Test results are used to make educational decisions at the local, state and federal levels.
- It is critical that test results are accurate, fair, and comparable.



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Staff must be notified that using current test materials to familiarize students with test-taking strategies is a violation of test security and testing procedures.

Potential Penalties

- Failure to comply with security requirements may result in one or more of the following:
 - Delay in reporting student, school, or SAU results
 - Invalidation of student, school, or SAU results
 - Investigation by Maine DOE for possible certification action



THERE ARE PENALTIES ASSOCIATED WITH TEST SECURITY VIOLATIONS, INCLUDING:

- delay in reporting of student, school, or SAU results
- invalidation of student, school, or SAU results
- investigation by the Department of Education for possible certification action

Who's Responsible for Test Security?

- District Assessment Coordinators
- School Principals
- School Test Coordinators
- Test Administrators and Proctors
- Students

Maine DOE has leadership responsibility to establish and communicate policies and procedures.



Test security is the responsibility of everyone who comes into contact with testing materials, including:

- School principals
- School test coordinators
- Test administrators and
- Students

And each of these roles should receive instruction on test security policies.

The Maine DOE is responsible to establish and communicate test security policies and procedures.

Students should be informed about test security and ethical considerations; do not participate in any form of cheating; only provide answers that are strictly their own; do not consult notes, textbooks, or other teaching materials; do not use cell phones, computers, or other digital or electronic devices; do not share test questions with other students or consult other students, staff, or anyone else accessible to them during test administration.

No Duplication of Test Materials

- Audio-taping
- Videotaping
- Photographing
- Photocopying
- Handwritten copying



Duplication of test materials is prohibited. Duplication includes but is not limited to audio-taping, videotaping, photographing, photocopying, and handwritten copying. This includes both online and paper-pencil test materials.

Secure Handling

DON'T

- Retain
- Discard
- Recycle
- Remove
- Destroy

any test, answer booklet or student work unless granted permission due to hazardous contamination (blood, vomit, etc.)



Test materials must be handled and stored securely. No test or answer booklet, and no student work, including any record of computer-generated responses, may be retained, discarded, recycled, removed, or destroyed unless permission has been requested and received from the Maine DOE due to hazardous material contamination.

If a student should become ill during testing, resulting in testing materials becoming contaminated with hazardous biological matter such as blood or vomit, please contact the Maine DOE for guidance immediately.

The Test Administration Manual and School Test Coordinator Manual are not secure materials and may be discarded after testing has concluded.

Security Measures – Online Testing

- Inform staff and students of test security and ethical considerations.
- Make sure no phones, cameras, or other electronic devices other than the online testing device itself are used during testing.
- Collect student test login tickets after testing concludes.



As a school test coordinator, you are ultimately responsible for the security of eMPowerME test materials while test materials are in your school building. It is critical that you or your designee perform the following steps:

Inform staff and students of test security and ethical considerations.

Make sure no phones, cameras, or other electronic devices other than the online testing device itself are used during testing.

Collect student test login tickets after testing concludes.

Security Measures – Paper-Pencil Testing

- Inventory paper-pencil test materials as soon as they are received.
- Monitor distribution and use of test materials.
- Secure test materials after each testing day/period.
- Ensure complete and error-free return of paper-pencil materials to Measured Progress when testing is completed.



If you are using paper-pencil testing materials, inventory them as soon as they are received by your school. Your shipment will include a Material Summary sheet to check against the shipment contents. Report any missing materials immediately to the Measured Progress Service Center.

Monitor the distribution and use of these materials.

Secure test materials in a locked area after each testing day or period.

Ensure complete and error-free return of paper-pencil materials to Measured Progress when testing is completed.

Under no circumstance should anyone have access to test materials other than trained school personnel designated by you to be directly involved with test distribution or administration and students enrolled in grades 3–8 during actual test administration. You are responsible for protecting test materials from being used to prepare students for the test or viewed by unauthorized individuals from receipt of the materials at your school until their return shipment to Measured Progress.

Test Security Agreement

- Should be signed by all associated with the test administration (STC, TA, Proctors) and provided to the DAC
- Attests to having read TAM and participated in Test Security Webinar
- Agrees to follow policies as instructed
- Agrees to report any irregularities as instructed
- Acknowledges that test data will be analyzed to detect any unusual patterns



After review of all test security and privacy protocols, School Test Coordinators and Test Administrators must sign their respective Test Security Agreement and return it to the District Assessment Coordinator. The agreement attests that you have read the Test Administration Manual and viewed this Test Security Webinar agree to follow all test security policies as instructed agree to report any potential testing irregularities as instructed, and acknowledge that test data will be analyzed to detect any unusual patterns

Test Security Agreement - TA

	2016-17 MEA Mathematics and ELA/Literacy eMPOWERME Test Security and Data Privacy Agreement Test Administrator/Proctor
Test Security Agreement	
As a Test Administrator/Proctor for the eMPOWERME Mathematics and ELA/Literacy assessment, I agree that:	
<ol style="list-style-type: none">1. I am familiar with the eMPOWERME Test Administration Manual, and have participated in the Test Administrator/Proctor Essentials Webinar and the Test Security Webinar.2. I will accordingly provide a secure test environment and securely handle printed materials.3. I will report any potential test security incidents to the School Test Coordinator.4. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.5. I understand that failure to comply with the security requirements described in the Test Administration Manual and the Test Security Webinar may result in one or more of the following penalties:<ul style="list-style-type: none">• delay in reporting of student, school, or SAU results,• invalidation of student, school, or SAU results, and/or• investigation by the Department of Education for possible certification action.	
Student Data Privacy Agreement	
<p>The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. No information may be disclosed during or following the test administration about individual students, including: student demographics, student test settings, student test responses, and incidents that occur during testing, except to the School Test Coordinator as needed. As a Test Administrator/Proctor for the MEA Mathematics & ELA/Literacy, I agree to protect the confidentiality of student information in compliance with the Family Educational Rights and Privacy Act (FERPA) and to only access student information that is related to the scope of my work. Failure to comply could result in a DOE investigation and possible certification action.</p>	

I understand and voluntarily accept and agree to the conditions outlined above in the Test Security Agreement and the Student Data Privacy Agreement.	
Name (print or type): _____	
Signature: _____	
Date: _____	



Download and sign the correct Test Security Agreement for either Test Administrators...

 Maine Department of Education	2016-2017 MEA Mathematics and ELA/Literacy and PowerCME Test Security and Data Privacy Agreement School Test Coordinator
	Test Security Agreement

As a School Test Coordinator for the **smPowerCME** Mathematics and ELA/Literacy assessment, I agree that:

1. I have provided training for my school's Test Administrator/Proctors based on the **smPowerCME** Test Administrator Manual, the Test Security Webinar, and the Test Administrator/Proctor Essentials Webinar.
2. I will accordingly provide a secure test environment and securely handle printed materials.
3. I will report any potential test security incidents to the District Assessment Coordinator.
4. I am aware that test data will be analyzed to identify any patterns indicative of a test security concern.
5. I understand that failures to comply with the security requirements described in the Test Administrator Manual and the Test Security Webinar may result in one or more of the following penalties:
 - delay in reporting of student, school, or SAU results,
 - invalidation of student, school, or SAU results, and/or
 - investigation by the Department of Education for possible certification action.

Student Data Privacy Agreement

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. No information may be disclosed during or following the test administration about individual students including: student names, student test settings, student test responses, and incidents that occur during testing, except to the Test Coordinator as needed. As a School Test Coordinator for the MEA Mathematics & ELA/Literacy, I agree to protect the confidentiality of student information in compliance with the Family Educational Rights and Privacy Act (FERPA) and to only access student information that is related to the scope of my work. Failure to comply could result in a DOE investigation and possible certification action.

I understand and voluntarily accept and agree to the conditions outlined above in the Test Security Agreement and the Student Data Privacy Agreement.

Name (print or type): _____

Signature: _____

Date: _____

What is a testing irregularity?

- Fire drill in the middle of a test session
- Failure to provide an accommodation
- Calculator when it was not allowed
- Student used wrong test ticket log-in
- Students talking about test in restroom
- Technology failure during testing
- Posters with relevant content on walls



Testing irregularities may also result in test security violations. A testing irregularity could be anything that happens during testing that is not consistent with established protocol, whether intentional or not. Including but not limited to

- A fire drill in the middle of a test session
- The failure to provide an accommodation
- Allowing a calculator in a test session when one was not allowed
- Students using the wrong test ticket log-in
- Students talking about the test in the restroom
- A technology failure during testing
- The presence of posters with relevant content on classroom walls

Communicating a Potential Testing Irregularity

- TA/Proctor informs STC
- STC determines if issue can be addressed onsite or escalates to DAC
- DAC emails or calls Measured Progress Service Center and supplies:
 - District Name
 - School Name
 - SSID
 - Test Session Name
 - Grade
 - Class Name
 - Incident Description
- Maine DOE advises DAC regarding resolution or further investigation



If you suspect a potential testing irregularity has occurred, you should contact the School Test Coordinator immediately. The School Test Coordinator will then determine if the irregularity can be addressed onsite or escalates the issue to the District Assessment Coordinator if needed. The District Assessment Coordinator may then email or call the Measured Progress Service Center and supply: the district name, school name, SSID of student, the test session name, grade, class name, and description of the incident. The Maine DOE will then advise the District Assessment Coordinator regarding a resolution. And the District Assessment Coordinator works with the Maine DOE on any required investigation.

Scheduling Test Sessions

- Ideally, all students in a grade in a school will take the same test session at the same time
- Not always possible due to shared technology resources
- Consider ways to limit the exposure of a particular test session to the fewest number of days.



Be mindful that the scheduling of test sessions may impact test security. If possible, all students in a grade within a school should take the same test session at the same time. But simultaneous test administration may not be possible due to limited technology resources. Consider ways you can schedule tests so as to limit the exposure of a test session to the fewest number of days.

Single School Day Test Session Completion

- Any test session **MUST** be completed in a single school day.
- If a student requires extended time, the test session should begin early in the day.
- Any breaks must be supervised in a secure environment.
- After extended pauses or inactivity, the TA or proctor must enter a proctor password to enable the student to continue.
- Make-up sessions are for students who were absent for a scheduled test session, not to finish a test.
- Test sessions that span multiple days will be investigated as testing irregularities.



To limit exposure of test materials,

Any test session **MUST** be completed in a single school day.

If a student requires extended time, the test session should begin early in the day.

Any breaks in the test session must be supervised in a secure environment.

After extended pauses or inactivity in online testing, the test administrator or proctor must enter a proctor password to enable the student to continue.

Make-up sessions are intended for students who were absent for a scheduled test session, not to finish a test.

Test sessions that span multiple days will be investigated as testing irregularities.

Additional Proctor Recommended

- Proctor recommended in testing room in addition to TA
- May not be feasible in all situations
- Not a requirement, but good testing practice
- Allows continuous TA supervision while:
 - Locating STC or ITC
 - Accompanying a student to nurse
 - Assisting a student through a crisis



Having a proctor present during test sessions in addition to the test administrator is recommended. This is not a requirement and may not be feasible in all situations, but it is good testing practice. It allows continuous supervision of the test administration in case a test administrator must leave the room to

- Locate a School Test Coordinator or Information Technology Coordinator
- Accompany a student to the nurse, or
- Assist a student through a crisis.

Reference

Download the *School Test Coordinator Manual* at:

<http://www.maine.gov/doe/assessment/math-ela/administration/index.html>

Download the Test Security Agreement at:

<http://www.maine.gov/doe/assessment/math-ela/administration/index.html>



Please download the School Test Coordinator Manual and the Test Security Agreement from the locations shown here. Remember to complete, sign and submit the Test Security Agreement to your District Assessment Coordinator.

Contact

Nancy Godfrey
Assessment Coordinator
Maine Department of Education
(207) 624-6775
nancy.godfrey@maine.gov

Measured Progress Service Center
(855) 652-8929
maineservicecenter@measuredprogress.org



Call Nancy Godfrey, Assessment Coordinator, at the Maine Department of Education (207) 624-6775 immediately if any situation occurs that could cause test administration to be compromised. Any loss of testing materials should be immediately reported to the Measured Progress Service Center at (855) 652-8929.

Thank you.

maineservicecenter@measuredprogress.org



Thank you!